

DUTY STATEMENT		
CLASSIFICATION: Planner III-EFS	POSITION NUMBER: 760-4737-013	CBID: S01
WORKING TITLE: Cultural Unit Senior	DIVISION: Siting, Transmission and Environmental Protection	
DATE PREPARED: October 2, 2012	OFFICE/UNIT: Environmental/Cultural Resources	
KEY: (E) IS AN ESSENTIAL AND (M) IS A MARGINAL FUNCTION		

POSITION DESCRIPTION: Under the general direction of the manager of the Environmental Protection Office, the Planner III (Unit Senior) is the first-level supervisor and performs a variety of supervisory, administrative, and analytical tasks. The Unit Senior is responsible for a staff of technical specialists and consultants performing analyses in the areas of power plant siting, electric transmission line corridor planning, electric transmission line licensing, electric generation resource planning, energy conservation, new energy technology development, and energy policy/planning. The incumbent will also complete the most complex analyses and address the most difficult technical issues related to the Unit's responsibilities, and advise the Office Manager and Deputy Director on procedural, legislative, and technical issues. The Unit Senior must have exceptional analytical, writing, and editing skills and exercise a high degree of quality control (rigorous analytical foundation and meticulous writing technique) over all products originating from staff in the Unit.

WORKING CONDITIONS: The work is performed in an indoor office and/or meeting room settings involving sitting, standing, and/or walking. Travel is required to participate in workshops, hearings, and outdoor power plant site visits that may consume up to 25% of the time. On occasion, site visits will require hiking in remote areas. Additional hours beyond an eight-hour workday or forty-hour workweek may be required.

DUTIES AND RESPONSIBILITIES: While performing the duties described below, the incumbent will be required to work independently and/or in a team environment, utilizing a personal computer and appropriate Commission software such as word processing, electronic mail and Internet, participate in and lead meetings with other staff and with other agencies. The incumbent:

- 40% Works as a team leader planning, organizing, directing, overseeing, and coordinating a staff of cultural resources specialists in their complex analyses of energy facilities licensing, energy facilities compliance, electric transmission corridor planning, electric transmission line licensing, and energy policies/planning. (E)
- 15% Ensures that technical and policy documents prepared by staff and outside consultants are: coordinated and integrated with other technical disciplines, consistent with Division and Commission policies and objectives, technically adequate and accurate, and appropriate for the intended audience. Ensures a high degree of quality control (rigorous analytical foundation and meticulous writing technique) over all products originating with staff in the Unit and ensures timely completion of staff assignments. (E)

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- 10% Independently acts as a consultant to analyze and advise the Commission management on the most complex energy and environmental issues including energy facility siting plans prepared by federal, state and local agencies; adoption, deletion or modification of environmental or energy-oriented legislation, ordinances or regulations; new policies being proposed by the Commission or other agencies; and implications of energy development proposals for siting regulations. (E)
- 10% Procures, trains, coaches, and encourages staff in the unit by providing direction and guidance. Completes regular performance evaluations of unit staff. (E)
- 5% Assists the Office Manager and Deputy Director in administrative, management, budgetary, and program activities. Develops and prepares program procedures to review power plant proposals, electric transmission line corridors, and policy/planning initiatives. (E)
- 5% Completes the most complex multi-disciplinary environmental analyses and provides adequate documentation. (E)
- 5% Develops and maintains liaison with local, state and federal agencies, and interested public groups to ensure their involvement in Commission proceedings and the integration of their issues. (E)
- 5% Represents the Division and Commission by providing input to meetings, conferences and seminars involving other technical experts, governmental agencies, interest groups, and the public. (M)
- 5% Performs other duties as required consistent with the specifications of the classification. (M)

SIGNATURES			
I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION			
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Vacant	Date	Eric Knight	Date
Employee		Supervisor	